



**CITY of LA GRANDE**  
**THE HUB OF NORTHEASTERN OREGON**

**Staff Report**  
**May 2010**  
**City Manager's Priorities for 2010**

Item No.	Date of Change in Status	Item	Comments	Lead Department
1	Updated May 27, 2010	Develop Strategy to address General Fund resource shortfall	Budget Committee Approved Budget includes increases in the City Water and Sewer Franchise Fees, which can provide some relief. The City Council conducted a Work Session and has indicated interest in a Public Safety Option Levy. Additionally, the Council is soliciting volunteers for an Advisory Commission—work session on June 7 <sup>th</sup> will include interviews with volunteers.	City Manager
2	Updated May 27, 2010	Develop Objectives in support of City of La Grande Vision and Goals	Staff will begin work in late June or early July on specific objectives within the constraints of the coming year's budget.	City Manager
3	No Change April 19, 2010	Support Business Retention and Expansion Program	Project is included in the 2009 UCEDC Economic Development Strategic Plan and the draft City of La Grande Economic Development Plan. UCEDC, not Chamber, will be lead agency. Working with UCEDC on implementation.	Community and Economic Development
4	Updated May 10, 2010	Formulate and Implement an Economic Development Strategy for La Grande	Draft Plan presented to Council and Ad Hoc Committee on April 12. Second work session held on April 26. Adoption set for June 9 Council meeting.	Community and Economic Development
5	Updated May 10, 2010	Implement Action Phases of the Oregon Main Street Program to Include Development of Projects	42 new "Welcome to Downtown" pole banners installed in April. Remainder of bike racks and 35 new flower baskets to be placed in May, followed by new trash cans and planters. Design consultant RFP set for release. Several new façade projects underway or in the process of approval.	Community and Economic Development
6	No Change November 12, 2009	Capital Improvement Program	This program has indefinitely been put on hold due to budget constraints.	Finance
7	No Change May 11, 2009	Develop an ambulance/fire apparatus	Due to the constant and increasing use of our ambulances, a plan should be in place to replace or refurbish one every four to five years. Cost:	Fire

May 2010

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La Grande Staff Report Blue=new item Red=completed item

Item No.	Date of Change in Status	Item	Comments	Lead Department
		replacement strategy	<p>\$130,000. Our fire apparatus will not need to be replaced as frequently but their cost, \$250,000 to \$800,000, requires long term planning. FEMA has a fire apparatus replacement grant program that funded our newest fire truck (2005) and we will be applying for funding to replace our aging aerial this grant cycle.</p> <p>A strategy to fund the purchase of ambulances and fire apparatus will likely have to include continuing to apply for grants that fund large apparatus purchases, consideration of vehicle lease/purchase programs and possibly asking the voters to support a levy to purchase this equipment.</p>	
8	No Change January 6, 2010	Explore the Feasibility of Creating a Railroad Quiet Zone	Whistle Free Zone – The Quiet Zone Committee was established by Council at the July 16 meeting and members were appointed. The Committee has sent a letter to Council addressing the need for continuing to work on this program and is dependent on funding availability.	Public Works

## 2010 Council Regular and Work Sessions

<u>DATE</u>	<u>TYPE</u>	<u>TOPIC(S)</u>
Monday, June 7	Work Session	Applicant Interviews: Long Term Budget Solutions Committee
Wednesday, June 9	Regular Session	ADOPT BUDGET
Monday, July 12	Work Session	Pending
Wednesday, July 14	Regular Session	
Monday, August 2	Work Session	
Wednesday, August 4	Regular Session	
Monday, September 13	Work Session	Pending
Wednesday, September 15	Regular Session	
Monday, October 18	Work Session	
Wednesday, October 20	Regular Session	
Monday, November 15	Work Session	
Wednesday, November 17	Regular Session	
Wednesday, December 1	Regular Session	
Wednesday, January 19, 2011	Regular Session	

### Commissions Include:

Air Quality	Parking, Traffic Safety, and Street Maintenance
Arts	Parks and Recreation
Community Landscape and Forestry	Planning
Landmarks	Substance Abuse
Library	Urban Renewal

*Unless Otherwise Noted, All Sessions of the Council Begin at 6:00 p.m.  
Meeting Dates Subject to Change; Please call 962-1309 to Confirm*

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1	No Change April 19, 2010	Elimination of expired permits	Sandy has been catching up this process again. The new fee methodology that will soon be adopted addresses the assessment of fees for expired permits. It is a courtesy for us to send notice to the owners/contractors of their expiration it is not required by code.	CEDD Building																																												
2	No Change April 19, 2010	Quick Permits	We are well underway for the implementing of this program. Our goal start up is August 1, 2010	CEDD Building																																												
3	No Change March 5, 2010	New Permit Software	BCD is projecting starting up with this program in 2012 with a few pilot jurisdictions.	CEDD Building																																												
4	Updated May 10, 2010	Monthly activity (April 2010)	<table><tr><td><u>Permit</u></td><td><u>Type/#:</u></td><td><u>Fees \$:</u></td><td><u>Valuation \$:</u></td></tr><tr><td>Building,</td><td>22</td><td>13509.62</td><td>951304.88</td></tr><tr><td>Demolition,</td><td>0</td><td>0</td><td></td></tr><tr><td>Electrical,</td><td>41</td><td>5009.76</td><td></td></tr><tr><td>Mechanical,</td><td>35</td><td>2952.32</td><td></td></tr><tr><td>MFG Homes,</td><td>2</td><td>732.00</td><td></td></tr><tr><td>Plumbing,</td><td>14</td><td>1722.56</td><td></td></tr><tr><td>Farm Exempt,</td><td>8</td><td>0</td><td></td></tr><tr><td>Signs,</td><td>0</td><td>0</td><td></td></tr><tr><td><u>Totals:</u></td><td><u>122</u></td><td><u>23926.26</u></td><td></td></tr><tr><td colspan="4"><u>Total inspections performed = 282</u></td></tr></table>	<u>Permit</u>	<u>Type/#:</u>	<u>Fees \$:</u>	<u>Valuation \$:</u>	Building,	22	13509.62	951304.88	Demolition,	0	0		Electrical,	41	5009.76		Mechanical,	35	2952.32		MFG Homes,	2	732.00		Plumbing,	14	1722.56		Farm Exempt,	8	0		Signs,	0	0		<u>Totals:</u>	<u>122</u>	<u>23926.26</u>		<u>Total inspections performed = 282</u>				CEDD Building
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5	Updated May 10, 2010	Fee Update	Fees were adopted on May 5 <sup>th</sup> by the city of La Grande, we are waiting to receive word from the County.	CEDD Building																																												
6	Updated May 10, 2010	Implement façade grant program	Five projects are now complete, one is in progress and five others are approved. Applications received or pending from several more.	CEDD Economic Development																																												
7	Updated May 10, 2010	Monthly Main Street program updates	42 new “Welcome to Downtown” pole banners installed in April. Remainder of bike racks and 35 new flower baskets to be placed in May, followed by new trash cans and planters. Design consultant RFP set for release. Liberty Theatre project group meeting on a regular basis. All MS Committee meeting held on April 22.	CEDD Economic Development																																												
8	Updated May 10, 2010	Assess feasibility of forming a multi-county economic development marketing cooperative	Eastern Oregon regional economic development meeting held on April 23 at EOU to discuss this concept. Follow-up meeting scheduled for late May or in June	CEDD Economic Development																																												
9	Updated May 10, 2010	Assisting UCEDC with economic development plan implementation	Actively assisting with overall plan management and implementation and with the implementation of the UCEDC-specific tasks of Business Retention & Expansion, Business Recruitment and Business Cultivation.	CEDD Economic Development																																												
10	Updated May 10, 2010	Explore feasibility of forming a “young professionals” network	Partnering with the Chamber and EOU, kicking off an exciting new workforce development initiative targeted to attracting, engaging and retaining young professional talent in the community. First event scheduled for May 18.	CEDD Economic Development																																												
11	Updated	Calendar <b>YTD</b>	Land Use Applications: 12	CEDD																																												

May 2010

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La Grande Staff Report Blue=new item Red=completed item

Item	Date of Change in Status	Item	Comments	Department
	May 10, 2010	Planning Statistics (through April '10)	Zoning Approvals: 12 New Business Permits: 24 Revenue (Land Use Fees): \$1,565 Revenue (Park SDC): \$1,050	Planning
12	No Change March 8, 2010	Goal 9 – Phase 2 Public Facility Plan Updates	The Planning Division has prepared and will be submitting an application to the Oregon Department of Transportation to update the transportation elements, and is continuing to explore other funding options for updating the water, sewer and storm water public facility plans. Once these Plans are updated, the Goal 9 UGB expansion area can be rezoned to industrial, as appropriate.	CEDD Planning
13	No Change April 19, 2010	Historic District / Main Street Grant	The Planning Division has been awarded a Preserving Oregon Grant for \$17,000 to help fund the second round of façade improvements in the Downtown Historic District. Funding will be made available to properties beginning July 1, 2010.	CEDD Planning
14	New Item May 27, 2010	Downtown EOU Visitor Parking Permits	Considering providing an permit that would allow the EOU visitors permit to exempt those with temporary permit to park longer than two hours downtown in an effort to increase shopping opportunities. EOU is receptive, concept would be to encourage those who are here for campus visits to be able to also spend more time in our downtown. Ideally the local merchants would provide coupons or other incentives to make the program more viable. Next steps are to explore with Chamber and La Grande Main Street.	City Manager
15	Completed May 27, 2010	Review of Urban Renewal Revenue Options	Budget Committee approved budget with reduction in Urban Renewal levy—assuming the Urban Renewal Agency adopts the Budget as approved, this action is complete.	City Manager
16	No Change February 16, 2010	La Grande Business and Technology Park Land Certification	The State certification for the land at the La Grande Business and Technology Park has expired. Re-certification requires updating information about the wetlands and UCEDC is in the process of pursuing funding to assist in the project.	City Manager
17	No Change August 17, 2009	Construction Timeline Extension for Business Park Lot	One of the buyers has requested and received an approval for additional time to complete their project. The second buyer has yet to submit a letter and once received we can formally approve the extension.	City Manager
18	Completed May 27, 2010	Coffee with the City Manager	Program to meet with two or three business owners and/or residents once or twice a month to visit about City issues has been publicized. Will conduct sessions as requested.	City Manager
19	No Change June 5, 2009	UCT Goals for 2009	Met with representatives of UCT regarding Goals 4 and 5 and are planning additional discussions	City Manager
20	New Item May 27, 2010	Local Option Levy Scenarios	Council is considering a Local Option Levy. Staff is developing recommendations relating to possible scenarios for presentation to the Council on June 9 <sup>th</sup> .	City Manager
21	No Change	Memorandums of	Blue Mountain Conference Center has reached an	City Manager

Item	Date of Change in Status	Item	Comments	Department
	September 14, 2009	Understanding for partner organizations	agreement with the Union County Chamber of Commerce for services related to the operation of conference center. The agreement is for a six month period. We will begin additional work on the MOU with the intent to have something ready for the FY2010-11 budget process.	
22	No Change May 18, 2009	Eastern Oregon Fire Museum Lease	The current agreement between the City and the Volunteers should be revised, as should the document relating to the purpose of the Volunteers to clarify their purpose. On a related note, the County Assessor has determined that barring the formation of a not-for-profit corporation to operate the Museum the property will be subject to taxation. An alternative would be to have the City take over operation, budgeting, and decision making which is contrary to the Council's intent when the property was leased. The EO Museum Board is in the process of forming as a non-profit corporation. Completion of the process is hoped to be prior to September 1, 2009.	City Manager
23	Updated May 27, 2010	Citizen Survey	Draft complete and currently being reviewed.	City Manager
24	Updated May 27, 2010	Commission Annual Work Sessions	Per Council direction, we are continuing to schedule Advisory commissions as "openers" during upcoming Work Sessions, depending upon the nature of the Work Session and pending completion of Budget Hearings.	City Recorder
25	Updated May 27, 2010	Personnel Policy Manual	Reviewing City's Personnel Policy Manual as time permits; obtaining sample policy language from other sources to either update existing or create new policies, as needed. Heather Burgess, who serves, among other things, as the City's Human Resources staffer, and I attended a recent BOLI (Bureau of Labor and Industries)-sponsored training in Pendleton, in connection with the development of accurate and legally-sufficient policy books. With two registrations, the cost for each was reduced to \$85; I used my personal vehicle and did not request a mileage reimbursement.	City Recorder
26	No Change September 14, 2009	Draft New Procurement Ordinance	The City Manager has directed the development of a new Ordinance that will streamline and clarify the existing Public Contracting Grid and other purchasing practices governed by State Statute and current City policies and regulations.	City Recorder
27	Updated May 27, 2010	Redevelop/Update Website	Subsequent to a recent Computer Users' Group meeting with the principals of EONI, the City's email and internet service provider and newly-appointed developers of the City's improved web site, designated staffers in all Departments have been identifying materials and forms to be included in the new design and content; as well as appointing "authors" and "editors" for their respective pages.	City Recorder

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			Angelika has been absolutely tireless in meeting on a nearly daily basis with EONI website guru Lawrence Hathaway and those City staffers who will have primary web site responsibilities in each department, providing additional assistance to those staffers whenever necessary. She is going above and beyond by ensuring that the City Manager's internal deadline of close of business tomorrow, Friday, May 28, by which certain staff tasks must be completed, is met; as well as keeping all of us on EONI's rigid schedule, to comply with the directive that we have a July 1, public launch.	
28	Updated May 27, 2010	Develop Records Management Policies and Procedures/Rehab Records Center	In view of the City's considerable budget constraints, we again postponed a funding request to support the purchase of Records Management Software that will facilitate records retention processes. We are, however, continuing as time permits to proceed with the much-needed rehab of the existing Records Center and development of a formal Public Records Request process. It is intended that the latter will be featured on the new web site, including an interactive public records request form. Fees associated with this process are reflected in a Resolution known by its working title as the "Admin Fees Reso," which incorporates other "housekeeping fees," as well, and which the Council unanimously passed during its Regular Session of May 5th. Oregon Attorney General John Kroger and his staff are currently reviewing the existing public records exemptions and requests Statutes, with an eye toward approaching the Legislature in January of next year with recommendations for change in both the number and nature of currently exempt records (fewer), as well as the timeliness of agency response to public record requests (quicker). I attended one of the Attorney General's presentations in Pendleton the evening of May 13; again, at my own expense (with the exception of a nominal dinner cost) and on my own time.	City Recorder
29	No Change May 18, 2009	Complete requirements for becoming a Registered Parliamentarian	This is a goal that was established some years ago but was "back burnered" after the departure of former City Manager Hare. The three hundred study questions have been downloaded in anticipation of eking out some study time for the one-hundred question test.	City Recorder
30	Updated May 27, 2010	Commission Vacancies	We have refocused our emphasis to recruiting for the Council's new Long Term Budget Solutions Committee (the City Manager has saturated a variety of email lists; references to inviting volunteers to apply for service on this Committee have appeared in a number of news articles; and I have issued a formal media announcement), after	City Recorder



Item	Date of Change in Status	Item	Comments	Department
			which we will again turn our attention to filling the remaining vacancies on the Council's Commissions.	
31	No Change November 12, 2009	Directors Job Descriptions	Three are remaining to be completed. (Fire, Police and Public Works) Review and update all department directors' job descriptions.	Finance/ Personnel
32	No Change November 12, 2009	Community Service Policy	A final draft of the recommend policy will be completed shortly and presented to the City Manager Form a committee and come up with a Community Service Leave Policy. The committee has met once and will be meeting again to refine the policy to present.	Finance/ Personnel
33	No Change January 04, 2010	Create and Implement a standard process for hiring new employees	We have created an outline of the hiring process. We are currently refining this process and will be testing before implementing as a standard procedure with all departments. Currently, each department conducts their own new hires and with changing personnel the process is many times incomplete in complying with the law and City Policy. This form being designed will guide departments through the process so all City departments are consistent and accurately completing the hiring process. This process was discussed in staff and input given by each department. A newly revised outline is being created.	Finance/ Personnel
34	New Item May 05, 2010	GASB 45	Contact has been made with Milliman to conduct our actuary on post retirement benefits and have them included in the annual audit. Completion is expected in September/October 2010.	Finance
35	No Change February 08, 2010	Fixed Assets Files	Completely redo the fixed asset inventory files to better accommodate the format used with the program used. This will be easier for departments to physically inventory items each year and will provide for a better accounting of items and eliminate extra time each year used in identifying items and the GL lines the purchases were made from.	Finance
36	No Change December 1, 2008	Implement GASB 51	GASB 51 requires accounting and reporting for intangible assets. Our implementation date will be 6/30/2010.	Finance
37	No Change January 04, 2010	Review the criteria for charging other funds for administrative services	Administrative services are charged annually to Water, Sewer, Bldg Div and other funds for services provided by Council, Manager Finance and Planning. The percentages used have not been reviewed and updated in several years.	Finance
38	No Change February 12, 2009	Implement a smoke alarm inspection and replacement program	We were unable to get grant funding this past year to implement a smoke alarm replacement program. We'll be applying for funding again this year (2009). We applied for and received train-the-trainer training and support materials for a fire safety and	Fire



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			fall prevention program for elderly citizens in our community through the Office of State Fire Marshal. We did this in partnership with Community Connections of NE Oregon, Inc. in January and will be presenting the program to our senior citizens over the next 10 months.	
39	Updated May 10, 2010	Statistics	Response statistics for April, 2010 Medical: 183 Fire/Other: 11 (3 fires, 1 smoke check, 3 odor checks, 1 gas leak, 1 smoke alarm and 2 open burn complaints) * At the end of April, we have had 844 responses for service as compared to 772 at the same time last year.	Fire
40	No Change April 22, 2010	Fire Code Inspections	New inspections for Mar.: 0 Re-inspections for Mar.: 0	Fire
41	No Change April 22, 2010	Juvenile Fire Setter	0 Intervention(s) conducted in Mar.	Fire
42	Updated May 10, 2010	Child Safety Seat Installations	8 families instructed in proper car seat installation in Apr. with 6 being provided with reduced priced child safety seats.	Fire
43	Updated May 10, 2010	Traffic School	10 students attended traffic school in Apr. resulting in \$500 in revenue.	Fire
44	Updated May 10, 2010	Training/Conf.	<u>April Training/Conferences</u> 14 members attended a 20 hour EMS refresher program presented through the Oregon DHS EMS Division's out reach program. Class was hosted by LGFD and was open to surrounding EMS agencies.	Fire
45	No Change April 22, 2009	Fire Safety House Trailer	The refurbishment of the safety trailer was not completed in time for this year's fire safety school program but it is nearing completion. It should be ready in time for some of the summer activities the FD is involved in.	Fire
46	No Change March 10, 2010	Open Burning	Open burning permits are being sold at this time for the April – May open burn period.	Fire
47	No Change January 7, 2010	EO Fire Museum	603 visitors signed the guest book at the museum in 2009. Some signed "...and family" and many visitors don't sign, so the actual number of visitors is certainly higher. Visitors came from 23 US states and 5 foreign countries. Comments continue to be very complimentary of the museum and our efforts there. It appears that many local citizens bring out-of-town visitors to the museum, supporting this important downtown attraction.	Fire
48	No Change September 2, 2009	Development of Fire Training Facility	Progress on the fire training house has been slow through the summer due to FFs taking vacations and interruptions due to calls. It is hoped that skirting will be going up soon as well as the enclosing of the remaining open gabled end. The house will then be painted in a color matching the fire station exterior. Application of a wainscot of OSB panels has been finished on the house's interior. Wiring the interior	Fire

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			to provide lighting and electrical outlets should be completed in the next month. Placement of a “live burn” prop (2 metal storage containers within which small fire will be set for FFs to extinguish) was approved by the City Planning Commission as a conditional use on the old dog pound property owned by the City, near the fairgrounds.	
49	No Change November 13, 2009	Weed/Tall Grass Complaints	32 property owners were notified of weed and tall grass complaints received by the FD this season. The City has had to abate 3 of the properties due to noncompliance with City nuisance ordinance # 3002. Liens have been placed on 2 of the properties to recover abatement costs.	Fire
50	No Change April 26, 2010	Literacy Center	187 Visitors Eleven were school aged children and 2 were adult learners. 11 adult volunteer tutors plus 2 private tutors who use the center. Brochures were requested by Head Start, Marie Josphine’s, Copy Club and the Oregon Employment Department. Contacts were made with 2 potential businesses to have available and give away children’s books. Using funds donated by the Neighborhood Club, the Center ordered games and tutoring materials specific to skill areas clients need, consumable workbooks for math and reading skills to be given to students to use all year around both in the center and at home and reference books for loaning to parents on vowel sounds, spelling clues, grammar and punctuation. Summer session applications will go out to schools and children’s agencies. It runs June 8 – July 29. Volunteer orientation will be held the first week of June.	Library
51	Updated May 6, 2010	Training	The Director attended a webinar on <i>Video in the Library</i> .	Library
52	Updated May 6, 2010	Page Turners Book Club	Members are reading John Grisham’s <i>Ford County</i> short stories. Meeting is May 18 at 5:30.	Library
53	Completed May 6, 2010	National Volunteer Week	A volunteer recognition lunch will take place on April 23 from noon-1:30.	Library
54	Updated May 6, 2010	Friends of the Library	Friends of the Library have scheduled their first membership meeting for May 20.	Library
55	No Change April 21, 2010	Archives	The Archives have taken in three additional contributions. The Jack and Dorothy Evans Collections amounted to 123 books instead of the 90 reported previously. Extensive time has been spent logging and bringing all these books into the collection. A number of students came to the Archives to research newspapers, mainly from the 1960’s,	Library

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			looking for one from the year of their birth. They then had to write a paper based on an article they found in that newspaper. The Union County Archives participated at the Open House held at the Union County Historical Society on April 17, 2010.	
56	Completed May 6, 2010	High Speed Internet	EONI has proposed converting to the high speed internet access to their system at a significant cost savings without a reduction in speed from the existing provider. Terri is reviewing the proposal and will make a recommendation. Filed e-rate with NERO as provider	Library
57	Updated May 6, 2010	Statistics	10,448 Circulation for 4/10 272 Overdue notices 56 LEO Listens 32 Events in Community room 3/10	Library
58	No Change December 18, 2009	Artist donations	Judy Seydel small watercolors are for sale at the circulation desk, all funds going directly into the library's Grants/Donations fund for new books.	Library
59	No Change April 27, 2010	Department priorities	Carrie Phillips was named Employee of the Month. The Director delivered new Library brochures to the Visitor's Center as requested during her presentation to the Chamber of Commerce.	Library
60	Updated May 6, 2010	Programs	Sustainable Living workshop with Viviane Brown-Simon was held on April 30 and May 1. 566 Total Attendance 50 Sleepytime Story Hours 13 Children's Spanish storytime 243 Class visits 60 Lego Club 200 Library Storytime 26 Homebound patrons 13 Grand Ronde Retirement patrons	Library
61	Updated June 1, 2010	Morgan Lake Camp Host Site	Shelter is being constructed by contractor.	Parks - Admin
62	Updated June 1, 2010	Greenway	Staff submitted applications for the Blue Mt. Habitat and Restoration Grant, ODFW Restoration & Enhancement Grant, OP&R Local Government Grant and Land & Water Conservation Grant for possible acquisition of additional property related to Greenway Project. Land & Water Conservation Grant denied due to submitting the incorrect type of survey. We are updating survey type for the Local Government Grant. ODFW Restoration & Enhancement Grant has been approved contingent upon receiving the rest of the funding. New survey has been completed but at a lower dollar amount.	Parks - Admin
63	Updated June 1, 2010	Morgan Lake Development	Parks Staff is doing the landscaping and working on a second campsite. Old restroom facility has been demolished.	Parks - Admin
64	No change June 1, 2010	Grants	Avista Utilities approved more tax incentive funds to pay half the cost (\$3,252) of the therapy pool	Parks - Aquatics

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			blankets for the small pool. Staff will order in July.  We have also applied to OTECC for funds to help pay for energy efficient lighting in the Natatorium.										
65	Updated June 1, 2010	Pool Statistics April	<table><tr><td></td><td><u>2009</u></td><td><u>2010</u></td></tr><tr><td>Attendance</td><td>3,974</td><td>3,504</td></tr><tr><td>Revenue</td><td>\$8,885.28</td><td>\$9,926.03</td></tr></table>		<u>2009</u>	<u>2010</u>	Attendance	3,974	3,504	Revenue	\$8,885.28	\$9,926.03	Parks - Aquatics
	<u>2009</u>	<u>2010</u>											
Attendance	3,974	3,504											
Revenue	\$8,885.28	\$9,926.03											
66	No Change June 1, 2010	Web Page	Aquatics has a new webpage. Please check <a href="http://www.lagrandepool.org">www.lagrandepool.org</a> to see our summer programs.	Parks - Aquatics									
67	Completed June 1, 2010	Batting Cage Relocation	AC Electric has donated labor and materials to install lighting in the cages.	Parks Maintenance									
68	No Change April 27, 2010	Little League Size Baseball Field	Phase I is complete and field is being used by Little League. There is still minor work to be completed after the season ends.	Parks Maintenance									
69	No Change November 17, 2009	Mowing Equipment	Staff has been investigating cost of purchasing versus leasing a new mower to replace current one, which is at the end of its normal front-line equipment life expectancy and experiencing numerous hours of downtime for repairs.	Parks - Maintenance									
70	Updated June 1, 2010	Fundraising for Summer Recreation Program	Staff was contacted by Tressa Seydel, from the Commission on Children and Families, and Nancy Van Sickle, from OTECC, who have organized a fundraising campaign for the Summer Recreation Program in 2010. Approximately \$3,000 has been raised thus far.  EOU Athletics will host a fundraiser on June 4, and donate the money to the program.	Parks - Recreation									
71	Updated June 1, 2010	Field Events	The Parks and Recreation Department will be hosting an Outlaw Tournament for Boys ages 9 – 12 on June 18, 19 & 20. We anticipate 120 players, 24 coaches and at least 135 family members will be in La Grande for the event.  There will also be an American Legion Tournament on Optimist Field the same three days, which will host an additional 120 players, 23 coaches and approximately 135 family members.	Parks - Recreation									
72	Updated June 1, 2010	Events	The date for the Little League District Tournament at Pioneer Park has been changed to June 25 - July 2, 2010. Estimated 23 teams in total will participate and anticipate 800 – 1000 people expected to be in attendance over a 7 day period.	Parks - Recreation									
73	Updated June 1, 2010	Children’s Recreation Program	Staff distributed the summer program brochures to the La Grande elementary schools and registration opened today.	Parks - Recreation									
74	Completed June 1, 2010	Arts for All	Arts for All, Children Talent Show and Teenage Battle of the Bands were all completed the weekend of April 16 & 17, thanks to the help of many volunteers and donors. .	Parks - Recreation									
75	Updated June 1, 2010	Community Outreach	2010 Arbor Week Celebration at EOU National Arbor Day Poster Contest	Parks - Urban Forestry									

Item	Date of Change in Status	Item	Comments	Department
			20 Year Tree City YSA Award	
76	No Change March 16, 2010	February Report	R-O-W Trees Planted: 0 Park Trees Planted: 0 Street Trees Removed: 3 Park Trees Removed: 0 Street Trees Pruned: 17 Park Trees Pruned: 2 Community Contacts: 44	Parks - Urban Forestry
77	Updated May 25, 2010	Feb-March-April 2010 Crime Statistics	The February, March and April Stats were unavailable at this time: Crimes against persons: (assaults, robbery, sex crimes)  Crimes against property: (burglary, vehicle theft, NSF/acct. closed)  Crimes against society: (drug laws, DUII, liquor laws, disorderly conduct) Traffic Crimes: (DWS, Hit &Run, eluding, reckless driving)	Police
78	Updated May 5, 2010	Operations Division Statistics for April	Following are the statistics for April: Case Reports turned in: 178 Total Traffic: 177 Arrests: 73 March calls for service: 1549	Police
79	Updated May 24, 2010	Communications Division Statistics	Following are the statistics for April. These statistics reflect the total calls for a multitude of agencies within Union County. Traffic/Air: 407; All Calls: 2839; Actual legitimate 9-1-1 calls for service: 265 Case reports taken by LGPD and UCSO: 202	Police
80	Updated May 24, 2010	Training	OPERATIONS APRIL TRAINING: All of operations have completed yearly training in the areas of Bloodborne pathogens and Hazardous Materials. They have also completed a 4 hour block of training for qualification of the patrol rifle and shotgun. Detective Shaul received training in the area of Outlaw Motorcycle Gangs, while Detective Barnett received training on Interview/Interrogation techniques. Lt. Reddington attended the 3 day OACP conference, held in Bend.  COMMUNICATIONS APRIL TRAINING: All Dispatchers received 1 hour of in house training.	Police/Comm
81	Updated May 24, 2010	Multi Agency Drug Enforcement	March: New Cases: 8	Police

Item	Date of Change in Status	Item	Comments	Department
		Response & Interdiction Team (M.E.R.I.T.) April 2010 Activity Summary	Cases year to date: 50 Arrests : 4 Arrests year to date: 13	
82	No Change April 21, 2010	Communications Strategic Plan	The process of reprogramming all emergency responder's radios to be able to transmit off the Howard Butte tower site is anticipated to be finished by April 26, 2010.	Police
83	Updated May 24, 2010	Department Activities	Sgt. Lisa Reddington retired after providing 19 years of dedicated service to the city. Although her many contributions to the department will be missed, we are thrilled to report that she is remaining with the department as a volunteer! We have received a good pool of potential applicants to fill positions left vacant by the retirement and resignation of two officers. We are working with the Parks Department to create an exciting summer camp for the youth of our community that will involve learning about the gathering/collection of forensic evidence and the processing of a crime scene. We are hopeful the campers will put their knowledge to work at camps end by processing a mock crime scene. The intent will be to have our Reserve Officers do the instruction of this class with direct supervision from other department members. National Telecommunicators week was celebrated the week of April 11 <sup>th</sup> . All of our telecommunicators were honored with a lunch celebration and awards presentation on April 15 <sup>th</sup> . Cherilyn Alamani received the Telecommunicator of the Year award for 2009 which was presented by Mayor Johnson.	Police/Comm.
84	Updated May 27, 2010	Safe Routes to Schools Sidewalk Grant	Develop the Central School sidewalk under the guidelines of the grant program for that funding. The contract has been awarded to Mike Becker Construction and the work is scheduled to begin June 14.	Public Works
85	No Change February 17, 2009	NPDES permit	NPDES permit with DEQ has been submitted. Application is in to DEQ for review.	Public Works
86	No Change February 9, 2010	GASB 54	Evaluate and inventory all Public Works infrastructure for water, sewer, storm sewer and streets. This will be a lengthy process and we are currently collecting data and educating ourselves on the rule requirements.	Public Works
87	Updated May 27, 2010	Spruce Street Overlay	Spruce Street from Monroe Avenue to 'Z' Avenue will be overlaid using Economic Stimulus grant funds in the amount of \$277,000. Bids were opened through the State bidding process with High Desert	Public Works



Item	Date of Change in Status	Item	Comments	Department
			Aggregate being the low bidder for \$207,000. Staff is working with Union County to continue with this project to the freeway and will bring that back to Council at a later date. Work is scheduled to begin after June 14.	
88	Updated May 27, 2010	South 12 <sup>th</sup> Street Reconstruction	Union County has been successful in obtaining grant funding for the reconstruction south 12 <sup>th</sup> Street with curbs, sidewalks, bike lanes, and a class I street. This funding is subject to the passage of HB 2001. Because of the scheduling of HB 2001 passage, the project has been scheduled into 2 phases, with the first phase this summer from Gekeler Lane to ± Gemini Drive, and the second phase next summer. Sewer and water crews are installing services and mainlines to avoid digging the street up in the near future. Road work is anticipated to start June 14.	Public Works
89	No Change December 17, 2009	‘B’ Avenue Right-of-Way	The ‘B’ Avenue right-of-way is being evaluated as a result of The Ridge development. Property owners are being visited with for right-of-way dedication.	Public Works
90	Updated May 27, 2010	‘C’ Avenue Reconstruction	The IGA has been signed so the project can proceed on to development. The bid was awarded by the City Council at the May 5, 2010, meeting. Some incidental construction (water and sewer service replacement and storm sewer work) was done this fall. This project is scheduled to start June 7.	Public Works
91	Updated May 27, 2010	Street User Fee Projects	<p>The Parking, Traffic Safety &amp; Street Maintenance Advisory Commission has made recommendations for project prioritization for maintenance. Staff is preparing the extent of what projects can be accomplished. These projects will be the direct benefit of \$300,000 savings on the Gekeler Lane project. Following is a list of the projects:</p> <p><b><u>Depot Street and Elm Street Seal Coat</u></b> – The contractor will be overlaying with a seal coat Depot Street and Elm Street from Washington Avenue to Jefferson Avenue. This project is yet to go out to bid and is anticipated to be done in August. The funding is from Street User Fees and is estimated at \$30,000.</p> <p><b><u>Penn Avenue Overlay</u></b> – The City crews will begin July 19<sup>th</sup> and be done July 30<sup>th</sup>. This project will overlay Penn Avenue from 6<sup>th</sup> Street to Washington Avenue and is estimated at \$40,900.</p> <p><b><u>22<sup>nd</sup> Street Overlay</u></b> - The City crews will begin August 2<sup>nd</sup> and be done August 13<sup>th</sup>. This project will overlay 22<sup>nd</sup> Street from East ‘H’ Avenue to East ‘L’ Avenue and is estimated at \$54,700.</p> <p><b><u>Spruce Street Overlay</u></b> - The City crews will begin August 23<sup>rd</sup> and be done September 3<sup>rd</sup>. This</p>	Public Works



Item	Date of Change in Status	Item	Comments	Department
			<p>project will overlay Spruce Street from where the grant ended around 'Z' Avenue to the freeway and is estimated at \$60,000 and Union County will pickup half of that cost.</p> <p><b><u>'S' Avenue Overlay</u></b> - The City crews will begin September 13<sup>th</sup> and be done September 24<sup>th</sup>. This project will overlay 'S' Avenue from Monroe Avenue to Boise Cascade and is estimated at \$56,000.</p> <p><b><u>2<sup>nd</sup> Street Overlay</u></b> - The City crews will begin October 4<sup>th</sup> and be done October 15<sup>th</sup>. This project will overlay 2<sup>nd</sup> Street from Adams Avenue to 'Y' Avenue and is estimated at \$155,400.</p> <p><b><u>'H' Avenue Overlay</u></b> - The City crews will begin October 25<sup>th</sup> and be done November 5<sup>th</sup>. This project will overlay 'H' Avenue from 4<sup>th</sup> Street to 2<sup>nd</sup> Street and is estimated at \$39,000.</p>	
92	No Change January 8, 2010	Overlay with Street User Fees	Overlay six blocks or more with Street User Fee funds during the summer of 2010 as recommended and approved by the Parking, Traffic Safety & Street Maintenance Advisory Commission.	Public Works